

10 MINUTE RESUME CHEAT SHEET

Jon X. Smith
 Wyckoff, NJ | 201-555-5494 | jonxsmith@dartmouth.edu | http://linkedin.com/jonxsmithx

GLOBAL HEAD OF OPERATIONS

Cross-Geographical & Cultural Team Integration | Strategic Business Unit Development & Execution

Operations Leader with an indelible reputation for delivering inventive business strategies and client-focused solutions that improve margins. Recognized for transforming multimillion dollar global operations profitably and efficiently.

Broad experience building profitable start-up divisions, growth business lines, deal transactions and streamlined operations. Mobilizes top-tier talent to create high performing cultures that consistently achieve in volatile markets.

- ✓ Strategic Business Planning and Execution
- ✓ Integrated Front, Middle and Back Office Operations
- ✓ Complex Change Management
- ✓ High Productivity with Collaborative Approachability
- ✓ Global Expertise in Europe, Asia and Africa

- ✓ Fiscal Accountability and P&L Management
- ✓ Mergers, Acquisitions and System Integration
- ✓ Cross-Cultural Talent Training and Development
- ✓ Large Client Relationship Management
- ✓ Risk Management and Performance Metrics

PROFESSIONAL EXPERIENCE

Executive Leadership Roles Held at Chase Beacon Financial, Chatham Investment and Stanford Partners

STANFORD PARTNERS, INC. | New York, NY **November 2016 – Present**

Financial leader with \$8.5B in revenue and 11,750 employees in offices across 37 countries, providing investment funds and global custody services.

Senior Vice President, Investment Management Services & Client Services Group

Hand-selected by Stanford Partners (SP) to direct the strategic integration of the \$350M acquisition of Chatham Investment Management's (CIM) global operations and its 110-person staff. Reported to the Executive Vice President of Investment Management Services, directed four VPs supporting global client relations and managed a 33-member team.

- **Facilitated Acquisition Negotiations:** Appointed to execute deliverables stemming from the SP/CIM negotiations and served as the intermediary during acquisition negotiations.
 - Oversaw the multi-year \$27M technology integration and conversion project to migrate trading operations to an industry-leading data service platform that accommodated the acquired CIM middle market function.
 - Managed 2019 P&L \$35M CIM revenue budget, a main client account for the firm.
- **Streamlined Client Services Processes:** Developed client relationships, restructured client delivery processes and improved shared service operational controls, increasing profit margins by 2.9%.
 - Authorized contractual commitments to provide services or meet deliverables.
 - Successfully managed ongoing client service reviews and recorded key performance indicator data, in collaboration with other departments, ensuring client service expectations were fulfilled consistently.
 - Collaborated with operations teams to develop and implement recommendations for service improvement.
- **Improved Global Risk Programs:** Established Key Risk Indicators to guide investment activity, resulting in a 24% decrease in loss reserves used and contributing to 86% of funds performing ahead of prior year.
- **Margin & Revenue Growth:** Increased margins by 14% and revenues by 27% with pricing and cross-selling initiatives.

Client Revenue Budget
\$35 Million

Technology Integration Budget
\$27 Million

Acquisition Size
\$350 Million in Assets

Visual Layout & Design

First and foremost, your resume needs to be easy to read. According to a recent study, on average, a resume gets only 9 seconds of initial attention.

- Format using white space and a balance of prose and bullets. This format leads the eye through the document.
- Use one line to describe the company environment.
- Make sure your achievements are bulleted.
- Avoid big blocks of text and long bulleted lists.

To view more resume samples, or to chat with us about creating a resume for you, visit www.chameleonresumes.com

Resume Layout Categories:

- Contact Information
- Summary Section
- Core Competencies
- Work Experience
- Graphs, Text Boxes & Tables
- Education

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Contact Information

- Your name should be larger than the rest of the contact information.
- Put your name at the top of the document, whether you center, right or left align.
- Place your contact information in the document body and not the header or footer.
- If you went to a reputable or well-networked school, use your .edu email address.
- Use one phone number. Ideally use a mobile phone number so you can accept texts.
- Include your vanity LinkedIn URL.

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Summary Section

- Include a Job Target Heading.
- This should be the largest font on the page.

- GLOBAL HEAD OF OPERATIONS**
- Use value statements indicating how your successes add value to the prospective role.

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Core Competencies

- Employ keywords from target job descriptions that reflect relevant accomplishments.
 - Use topical nouns instead of verbs to highlight your skills and to increase recognition by applicant tracking system (ATS) software.
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Work Experience

- When writing your employment history, ask yourself the following:
 - “How do you know you did a good job?”
 - “What did that good job look like?”
 - “Why did it matter that you took this action?”
- Describe your achievements using verb-based language that shows how you’ve made money, saved money, streamlined a process or positively contributed to the culture of the organization.
- Strike the right balance between history and forward-focused relevancy. Position yourself as being able to adapt to new challenges.
- Focus on the last 10-15 years of employment history. If you go back longer than 15 years you may be unnecessarily dating yourself.

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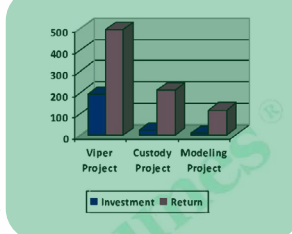
201-555-5494 | jonxsmith@dartmouth.edu

CHASE BEACON FINANCIAL, continued

Vice President, Securities Processing and Investor Services Product Executive (1/07 – 8/09)

Held a pivotal role in organizational consolidation, utilizing previous business infrastructure and revenue expansion expertise. Reported to Global Product Company Executives. Directed 10 Senior Product Management VPs in NY and London and oversaw a 30-person staff globally.

- **New Product Creation & Execution:** Spearheaded original Summit VIPER product with a \$196M operational budget, which generated \$500M in assets from \$0 in three months. Collaboratively designed and promoted this cutting-edge Investor Services product.
- **Positive Return-On-Investment:** Generated 790% ROI on a \$27M custody systems project by modeling profitability, defining product offerings and coordinating positioning with the marketing group.
 - Supported global custody and integrated products' technical sales to produce a \$214M business unit.
 - Managed division involvement with product group initiatives.
- **Designed Innovative Cost Savings Model:** Developed an innovative \$10M cost savings model that improved corporate events' efficiency on a \$120M operational budget.



Senior VP / Chief Operations Officer, Asia-Pacific Service Delivery Executive (10/04 – 1/07)

Recruited to Chase Beacon as a senior member of Chatham Investment Global Custody client team in Asia and as head of Chase Beacon's service delivery. Managed \$25M US regional expense budget and supervised 35+ staff in 9 countries.

- **Constructed Significant Organizational Restructuring:** Integrated the Chatham Investment staff and regionalized key functions following the CIM Global Custody sale. Rectified historic audit issues.
- **Designed and Instituted the Regional Operations Processing Model:** Directed eight function teams to be decentralized from the UK hub that serviced Europe and Asia.
 - Represented regional line of business to Chase Beacon Asia Technology and Operations Council.
 - Implemented new India site; resolved complex initiatives to accommodate franchise client conversions.

EDUCATION

Masters of International Management

Thunderbird School of Global Management, Glendale, AZ

High Honors Distinction. 3.81 GPA

Bachelors of Arts, Psychology

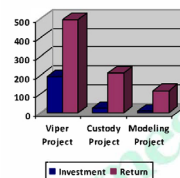
Dartmouth College, Hanover, NH

Magna cum Laude Honors, 3.60 GPA

Graphs, Text Boxes & Tables

- Ensure the information in text boxes, graphs or tables are written into the content of the resume, in case they do not show up.

Accountabilities
• Staff Management
• Risk Identification
• Analysis & Mitigation
Operation Achievements
• 2% Staff Turnover
• 24% Headcount Efficiencies
• \$28 Million Platform Expansion



- Use Microsoft Word, Borders and Shading Function for borders and color variations. DO NOT use graphics for lines and colors.

Education

- Include Education, Certification & Training Sections when relevant.
- Choose to include dates for degrees over 15-20 years old, but be consistent in including or excluding.
- GPAs matter in financial industries.

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Do you want to learn how to land more quality interviews?

Attend our next no-cost resume writing masterclass hosted by Lisa Rangel, Founder and Managing Director at Chameleon Resumes. Learn how to land your next incredible job faster and the secret behind getting your foot in the door.

REGISTER HERE:

www.chamres.com/execres



Lisa Rangel and The Chameleon Team are the only executive resume writing, LinkedIn profile development, and job landing consultancy who has been hired by LinkedIn and recognized by Forbes. Our 4-Stage META Job Landing System stems from decades of corporate and executive recruiting experience to position you to land your next 6-figure role faster.

